

Running a Sales Tax Report

09/09/2024 3:11 pm EDT

1. Hover over the **Billing** tab and choose **Sales Tax**.

2. You can generate a report by using the Date range and/or by entering the CPT/HCPCS/Custom codes.

Sales Tax

Posted Code (CPT/HCPCS/Custom)

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Procedure	Date of Service.	Posted	Quantity	Price	Price w/ Tax	Billed	Cost	Tax (approx.)	Tax Appl
			Totals:	\$774.00	\$1,258.00	\$2,702.00	\$505.00	\$1,071.59	
78675: HERBS	Aug 4, 2016	Aug 4, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	Jul 27, 2016	Jul 27, 2016	1.00	\$16.00	\$27.00	\$50.00	\$10.00	\$20.37	Y
78675: HERBS	Jul 13, 2016	Jul 13, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	Jul 11, 2016	Jul 11, 2016	3.00	\$16.00	\$27.00	\$81.00	\$10.00	\$33.00	Y
78675: HERBS	Jul 6, 2016	Jul 6, 2016	2.00	\$16.00	\$27.00	\$54.00	\$10.00	\$22.00	Y
78675: HERBS	Jun 27, 2016	Jun 27, 2016	2.00	\$16.00	\$27.00	\$54.00	\$10.00	\$22.00	Y
78675: HERBS	Jun 15, 2016	Jun 15, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	Jun 14, 2016	Jun 14, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	Nov 9, 2015	Jun 10, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	Jun 7, 2016	Jun 7, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	May 18, 2016	May 19, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y
78675: HERBS	May 23, 2016	May 17, 2016	1.00	\$16.00	\$27.00	\$27.00	\$10.00	\$11.00	Y

3. Click on **Export to file** to export the to the Message center.